

# NTIDB General Input Instructions

## Overview

### ***FY99 Inventory Input Process***

The NASA Technology Inventory Process begins with a call for data from the Office of the Chief Technologist (OCT), usually in the first quarter of the year. A central web site has been developed at Goddard Space Flight Center for the OCT to facilitate the gathering and validation of data. All NASA Enterprises/programs will use this **central web site**. However, the validation process for each Enterprise will be different. Please consult your Enterprise for details.

### ***Inventory Web Site***

Data will be collected and validated at a central web site:

**<http://ntidb1.gsfc.nasa.gov/Inventory99/>**

This site is USER ID and password protected. If you need the username and password, please contact Tana Bowling at the Help Desk (301-286-0981).

Once in, users will have complete freedom to add, delete and modify all records in the Inventory.

### ***Data Validation, Levels***

Even though there is an elaborate validation process, nothing actually moves from the web site. Instead, viewing and editing privileges are managed by a series of **configuration control levels** at the web site--Levels 1 through 4. Once you are finished with a data for a particular task, you will "promote" it to the next level without actually sending it anywhere. If you are the person who performs insert or update task information, you are a Level 1 user. For definitions of Level 1 to 4 users and their functions, please review the "FY99 Input Introduction Section".

## **Step 1 - Collecting Information**

Data used to describe your task can come from any number of sources. The data from the 1998 NASA Technology Inventory has been preloaded into Level 1 at the web site. Data from the 1999 CETDP program has also been preloaded. Data from the 1999 SBIR/STTR programs will be automatically imported into the database. Users are encouraged to use existing proposal, task order and other information which describes their tasks.

## Step 2 - Entering Data Using the Web Site

- A. **Enter the Web Site** - Use the URL given above.
- B. Select the blue **"NASA Technology Inventory"** sign below the picture.
- C. Select the **"Login"** bar to log in.
- D. Type the USER ID and PASSWORD given above, and select **"submit."**
- E. **Enter Data** - You are presented with four options:
- F. If you want to use preloaded data, use the first option. There is limited search capability to find existing records in the database. If you cannot find the record you want using the TASK ID, UPN, POC (Point of Contact), CENTER or SPONSOR search options provided, you may exit the web site to search the 1998 or 1999 Inventory databases using the buttons at the bottom of the page. As an alternative, you may view all records under your enterprise. This listing is likely to contain several hundred records.
- G. If you want to start a new record, select the **"Insert New Task"** button under option 2.
- H. If you want to view tasks that have been deleted, send on (to a higher level) or saved (but not yet sent on), you may use the buttons under option 3.
- I. Option 4 is for Level 2-4 users. Normally, they log in under different USER ID and PASSWORD in order to operate at these higher levels.
- J. A help button at the bottom of the page takes you to a **list of buttons** and their definitions.
- K. **Date Entry Sheet** - The data entry sheet is accessed either by entering a completely new record (all fields empty) or by viewing an existing record (some fields filled in). A description of the field is obtained by selecting the field title. Most of this is self explanatory. Please enter all fields completely and accurately. When the data overfills the view of a particular field, use the **"expand"** button to view the entire entry. Entries may be long (several paragraphs) if you wish. Please save your entry often so that your entry will not be lost in case of disconnection of the network. If you create a new task, please write down the ID number assigned to the task. You may need the task number later on for checking or for referencing.
- L. **Mapping Mission Area, Challenges and Concepts** - The Inventory includes a mapping between Mission Areas, Challenges and Concepts from the NASA Strategic Plan and individual technology tasks. Technologists are asked to select (or "link") appropriate concepts that are addressed by their tasks. Links are accessed from task lists that result from a search process. The easiest way to access a particular task is to search on its "task ID." (see 2F above). At the right

margin of the list, you will find an **"information button"** for each task. Select the appropriate button to access linking function for that particular task.

- M. **Linking Page** - Once you select an **"Information Button"** from a listing, the linking page will come up. At the top, the Task # and title are listed. Below will be listed the existing links for that particular task. The task may be linked to Concepts (lowest level) or Challenges (one higher level). **Select "Show Upper Tree"** to see the Challenges or Mission Areas one level higher than the current links. Existing links may be deleted by selecting **"Delete Linkages"** button.
- N. **New Links** - By selecting the **"New Linkages"** button on the Linking Page, you may access a tree which shows all the Challenges and Concepts for all four NASA Enterprises (Space Science, Earth Science, HEDS and Aero). Before you do anything, resize the left column by picking the vertical bar so that you can see the **"Submit Link"** button (on my machine, this cannot be seen when the page comes up). Here you can view Challenges or Concepts. You may link to either by checking the box. Multiple selections are allowed. When you **submit link**, you will return to the link page for the current task.
- O. **New Concepts** - After you review the concept list provided by the system and if you cannot find an appropriate concept that is applicable to your task, you can submit a new concept. You can enter your proposed concept, challenge(s) that concept should be linked with and submit them. Once you hit the submit button, your proposed concept will be e-mailed to all Enterprise's representatives and they will review your proposal. Once they approve the proposed concept, it will be included into the concept list.

## Step 3 - Validating the Data

Once technologists have entered the data for a particular task, they should have their immediate supervisor (or delegate) check the entries for completeness and accuracy. This can be done with hard copy (print function in your web browser) or by referring to the TASK ID number in the web site. **The database will automatically prevent promotion of records that are not completely filled in.** You will not be able to send the record to the next level if (1) the linkage is missing, (2) the detailed FY99 funding does not match the total FY99 funding, or (3) "Ready to transfer to TRL 6" is missing.

## Step 4 - Passing the Data On

When you fill in all the information, you can "promote" to the next level. Go to the "Inventory Update Form" (existing record) and select the **"SendToNextLevel"** button. The record is automatically promoted to the next level (for technologists, this will be from Level 1 to Level 2).

To return a record to your level, you must contact the Level 2 persons within your Enterprise to manually "reset" the record to Level 1. So, please, do not promote a record unless you are **sure** it is ready.

## Other Helpful Hints

### "View Task Saved" & "View Task Sent" buttons

To see the list of tasks just sent, back out to the main screen and click on the "View Tasks Sent" button. Please note that after the task is sent to the next level, you can no longer update it. If the next level person modifies the task, you will **not** be able to view it using the "View Task Sent" or "View Task Saved" buttons. In additions, the linkage information may not be available for browsing, depending on the user level.

To browse the tasks sent or saved in the system and their linkages, the best way to do so is to use the button at the bottom of the main page "Exit to view FY99 database". After click on the "Exit to view FY99 database" button, click on Search on the left- hand side and a complete database search form will be displayed. You can search your task by entering the task id or any other information. After that, please hit the "submit" button to start the search. You can also print hard copy of your task using this option.

### "Exit to Browse FY98 Database" button

(If you want to browse the 98 inventory, look for that button at bottom of page and click on it - use the following log on information:

Logon name: ntldb

Password: inventory\_1998)

## If you need Help

Please don't hesitate to call our Help desk at 301-286-0981.

## Our Thanks

We realize that completing records for the inventory takes time out of your busy schedules. We thank you for your help. Once we collect and validate all the data, we will provide the detailed and summary data on our web site for you to browse. Please stay tune. If you have any comments or suggestions, please e-mail it to Greg Reck at [greckl@hq.nasa.gov](mailto:greckl@hq.nasa.gov) or Maria So at [maria.m.so.1@gsfc.nasa.gov](mailto:maria.m.so.1@gsfc.nasa.gov).